

# POSITION CLASSIFICATION PLAN

## Attachment B

Class Title	NCLM Class Code	Position Number	Number of Positions	Salary Grade	Minimum	Maximum	Exempt Status
TOWN MANAGER'S OFFICE							
Town Manager	10040	1000	1	n/a	n/a	n/a	A
Town Clerk	10080	3060	<u>1</u> 2	20	50,440	75,099	A
PUBLIC WORKS							
Public Works Director	10210	2000	1	29	78,250	116,503	E
IT Administrator	20354	3050	1	21	52,962	78,854	C
Operations Supervisor	20670	2010	1	18	45,751	68,117	E
Grounds Maintenance Supervisor	20450	2020	1	17	43,572	64,873	E
Crew Leader	20660	2030-2031	2	14	37,639	56,040	
Maintenance Worker II	20430	2040-2046	<u>7</u> 13	10	30,966	46,104	
ADMINISTRATIVE SERVICES							
Administrative Services Director (OM)	10070	3000	1	33	95,113	141,610	A
Finance Director	10120	3020	1	30	82,162	122,328	E
Human Resources Manager		3010	1	23	58,391	86,936	A
Public Information Officer	10180	1010	1	23	58,391	86,936	A
Accountant	20020	3030	1	18	45,751	68,117	A
Purchasing Agent	20060	3040	1	20	50,440	75,099	A
Accounting Technician	20040	3070	1	13	35,847	53,371	
Customer Service Clerk	20300	3080	<u>1</u> 8	9	29,491	43,909	
PARKS, RECREATION & CULTURAL PROGRAMS							
Parks & Recreation Director	10220	5000	1	28	74,524	110,955	E
Recreation Program Supervisor	20520	5010	1	17	43,572	64,873	
Athletic Supervisor	20510	5020-5021	2	16	41,497	61,784	
Recreation Activities Coordinator	20500	5030	1	15	39,521	58,842	
Administrative Assistant – Parks & Rec	20600	5040	<u>1</u> 6	9	29,491	43,909	

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DEVELOPMENT SERVICES							
Development Services Director (OM)		6000	1	31	86,270	128,445	E
Development Services Engineer	20285	6005	1	24	61,311	91,283	P
Assistant Development Services Director		6001	1	23	58,391	86,936	E
Senior Planner	20475	6010-6011	1	21	52,962	78,854	
Planner	20470	6020	1	18	45,751	68,117	
Code Enforcement Officer/Planner	20160	6021	1	17	43,572	64,873	
Planning Technician	20465	6030	<u>1</u> 7	15	39,521	58,842	
FIRE							
Fire Chief	10130	7000	1	29	78,250	116,503	E
Fire Captain	30080	7010-7012	3	18	45,751	68,117	
Fire Lieutenant	30120	7020-7022	3	16	41,497	61,784	
Firefighter	30100	7030-7035	<u>6</u> 13	13	35,847	53,371	
POLICE							
Police Chief (OM)	10170	8000	1	31	86,270	128,445	E
Police Division Commander (Captain)	30160	8010-8011	2	23	58,391	86,936	E
Police Shift Commander (Lieutenant)	30270	8020-8023	4	21	52,962	78,854	
Administrative Division Manager		8025	1	20	50,440	75,099	A
Police Shift Supervisor (Sergeant)		8030-8033	5	17	43,572	64,873	
Detective	30210	8040-8041	2	17	43,572	64,873	
Police Officer	30260	8050-8066	16	16	41,497	61,784	
Administrative Assistant - Police	30050	8080	<u>1</u> <u>32</u> 81	12	34,140	50,830	
TOTAL NUMBER OF POSITIONS							

### NOTES:

- Minimum is the normal beginning salary for employees meeting the minimum qualifications. Starting salary can be up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- There is no COLA factor included.
- Performance increases are normally given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Funding for merit increases at 2% per department is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.

*Effective 07/01/2016; Revised 08/01/2016*